

# The school appeals process

There is advice available for parent and carers regarding the appeals process from the Department for Education.

The code allows appeal hearings to be held remotely by video conference. All appeals take place via video link using Microsoft Teams, accessible from a mobile telephone, tablet, laptop or any device that can access the internet via an internet browser.

Once your submitted appeal has been processed and scheduled, and at least 10 days prior to the appeal hearing, you will receive an email from the school's appeals team (part of the Council's Legal & Governance Department) informing you of the date and time of the appeal. Included in this email will be a copy of the school statement and guidance on the appeals process. **It is important that you read information prior to your appeal hearing.**

If you require an interpreter free of charge, once you have received the above information. You can respond to the email to request this, including the language required.

You will also be sent an electronic invitation with the link to join the meeting.

All emails regarding your hearing will come

From [edappealsadmin@birmingham.gov.uk](mailto:edappealsadmin@birmingham.gov.uk) look at for the message from this address and check your junk/spam and deleted folders regularly to ensure they are not missed.

Both the school Admission and Fair Access Service and the Schools Appeals Team request that if you need to contact someone about your appeal, you use email wherever possible.

If you have any questions, phone the School Admissions and Fair Access Service on 0121 303 1888 or email [Admissions@birmingham.gov.uk](mailto:Admissions@birmingham.gov.uk)

## Papers for appeals

Birmingham Schools Appeals Team will email all the appeal papers as soon as possible before the hearing, including a copy of the written

statement setting out the case for refusing admission at the particular school or academy.

## **Submit additional information**

You will be able to submit in advance additional information in support of an appeal using our online form.

If you submit additional information on the day of the hearing, the independent appeal panel will decide whether to consider it, taking into account its significance.